

**03/31/08 Posting Date**

**Clermont County Transportation Improvement District**

**CLE - Stonelick-Williams Corner Rd. Covered Bridge Rehabilitation**

**CLE - Clough Pike Widening**

**Response Due Date: 04/21/08**

The Clermont County Transportation Improvement District (CCTID), in conjunction with the Clermont County Engineer's Office, is requesting Letters of Interest (LOI) from consultants and subconsultants that are currently prequalified with the Ohio Department of Transportation (ODOT) for Consultant Services for projects listed below that are part of the CCTID Regional Transportation Improvement Plan (CCTID RTIP). Interested firms may respond to one or more of the listed projects in accordance with the LOI requirements specified below.

**LISTING OF PROJECTS:**

<u>PID</u>	<u>Project</u>
83661	CLE - Stonelick-Williams Corner Rd. Covered Bridge Rehabilitation
N/A	CLE - Clough Pike Widening

**Communications Restrictions**

**Please note the following policy concerning communication with the CCTID and any Board Members during the announcement and selection process:**

During the time period between advertisement and the announcement of final consultant selections, the CCTID will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to the listed projects. When completed, selections will be announced through the CCTID website at <http://www.tid.clermontcountyohio.gov/>

Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities, and technical or scope of services questions specific to projects posted.

Any questions shall be submitted by e-mail to Steve Wharton at [ed3c@fuse.net](mailto:ed3c@fuse.net). All questions will be answered in writing and posted to the CCTID website. No notification of responses will be made and interested parties must check the CCTID website for posted responses.

**Mailing Instructions and Addresses**

Firms interested in being considered for selection should respond by sending, without signature guarantee, the original and six (6) copies of the LOI to:

**Steve Wharton, CCTID Secretary/Treasurer  
c/o Clermont County Engineer's Office  
2381 Clermont Center Drive  
Batavia, Ohio 45103**

LOI submitted to any other address will not be considered.

## **DBE Goals - None**

### **Selection Procedures**

The CCTID intends to select consultant services for each of the agreements listed above and further described herein based on an enhanced LOI.

The requirements for the LOI and the CCTID Selection Evaluation Rating Form that will be used to select consultants are shown below. Consultants must submit a single LOI that addresses one or both projects. The consultant must visit the site of each project in which they express interest.

### **Requirements for LOI - CCTID Selection Process**

#### **A. General Instructions for Preparing and Submitting a Letter of Interest**

- (1) Provide the information requested in the LOI Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the Project Description.
- (2) LOI shall be limited to ten (10) 8 1/2" x 11" single sided pages plus two (2) pages per project for the combined Key Staff and Project Approach, unless otherwise noted in the Project Description. All pages including the transmittal letter count against the limit.
- (3) Please adhere to the following requirements in preparing and binding LOI:
  - a. Use a minimum font size of 12-point and maintain margins of 1" on all four sides. All text shall be black type to facilitate machine copying.
  - b. Page numbers must be centered at the bottom of each page.
  - c. Use 8 1/2 " x 11" bond paper only. No glossy paper.
  - d. Bind LOI by stapling at the upper left hand corner only. Do not utilize any other binding system.
  - e. Do not provide tabbed inserts or other features that may interfere with machine copying.
- (4) LOI must be received by 4:00 p.m. on the due date. LOI received after 4:00 p.m. will not be considered. (Please refer to Mailing Instructions)

#### **B. Letter of Interest Content**

The Letter of Interest content shall at a minimum include:

- (1) A list of the Projects and PID Nos. for which the firm is submitting this LOI.
- (2) A brief history of the firm which shall include information pertaining to major areas of expertise and list the types of services for which your firm is currently prequalified by the ODOT.

- (3) A list of representative projects and clients including project costs for contracted projects within the past five (5) years.
- (4) Information relative to insurance coverage of firm which shall include limits and deductions.
- (5) Information relative to specialized surveying/engineering equipment, computer hardware and computer software including ArcGIS capabilities. CCTID will use ESRI® ArcGIS 9.1 platform for the maintenance of all mapping files projected in State Plane, Ohio South, NAD83, NAVD88 with map units of U.S. Survey Feet. Mapping files should be capable of being directly loaded or imported into ArcGIS with no translation, transformation and/or manipulation required by CCTID.
- (6) For each project in which the consultant is expressing interest, provide a description of your Project Approach, not to exceed two pages unless otherwise indicated in the Project Description. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.
  - a. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work and resumes for key personnel.
  - b. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
  - c. Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted. For projects that include bridge design (prequalification required in Bridge Design Level 1 or Level 2), address the training and experience of the proposed staff in Load and Resistance Factor Design (LRFD).
  - d. Describe the capacity of your assigned staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.

**C. Available Documents / Previous Studies:**

- CLE - Stonelick-Williams Corner Rd. Covered Bridge
- CLE - Clough Pike Widening
- CCTID Standard Consulting Agreement and Insurance Requirements

The above documents and related information is available for electronic download through the CCTID website at <http://www.tid.clermontcountyohio.gov/>

**D. ODOT Project Development Process**

All projects will follow the LPA Project Development Process through the ODOT Locally Administered Transportation Projects (LPA) Manual of Procedures for local-let projects.

CCTID will utilize services of geotechnical, and real estate services task order firms in support of the project development for selected project agreements.

### E. Consultant Selection Evaluation Rating Form

**CCTID  
Consultant Selection  
Evaluation of Consultant LOI**

ODOT PID # \_\_\_\_\_ Date: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Name of Consultant: \_\_\_\_\_  
 Name of Evaluator: \_\_\_\_\_

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 3	
Cost Containment including current overhead rate	10		
Firm's Current Workload/ Availability of Personnel	10	See Note 4	
Consultant's Past Performance	30	See Note 5	
Project Approach	15		
Total	100		

If applicable, has Consultant met DBE? \_\_\_\_\_ Yes. \_\_\_\_\_ No.

Consultants are not eligible for selection if their LOI does not meet the stated goal.

### Rating Form Notes

- (1) The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance. The selection committee may contact ODOT and other outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

- (2) Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.
- (3) The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Note 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.
- (4) As noted above, ODOT and other outside agencies may be contacted.
- (5) The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team may consider contacting ODOT and other outside agencies as appropriate to obtain ratings.
- (6) The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.
- (7) The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The selection team shall consider an equitable distribution of work to similarly qualified firms.

## **Project Descriptions**

### **Project: ODOT PID # 83661**

#### **Stonelick-Williams Corner Road Covered Bridge Rehabilitation**

#### **Estimated Construction Cost: \$360,000**

The project involves rehabilitation/repair of the Stonelick Creek Covered bridge located 0.75 miles north of US 50 on Stonelick Williams Corner Road in Clermont County, Ohio. Proposed improvements generally consist of wood preservation and structural repairs, including replacement of flooring, roof and bearings. This bridge structure, built in 1878, was placed on the National register of historic places in 1974. Rehabilitation and repair is being funded in part by the National Historic Covered Bridge Preservation Program (NHCBP). Proposed rehabilitation/repair work will follow guidelines outlined in the Secretary of Interior Standards for the Treatment of Historic Properties and FHWA Covered Bridge Manual (Publication No. FHWA-HRT-04-098). Proposed improvements will occur within existing right-of-way, although some temporary right-of-way for staging activities may be required during construction.

The current load rating is three (3) ton. It is the intent of the project to rehabilitate the existing structure without sacrificing its' aesthetic and historic values. Project development will be coordinated with ODOT, the State Historic Preservation Office (SHPO) and FHWA as required.

NEPA Process: CE (Environmental Document by CCTID and not included in this scope)

ODOT Prequalification Required:

- Level Two (2) Bridge Design
- Minor Bridge Inspection
- Subsurface Utility Engineering

Selection Subfactors:

- National Historic Covered Bridge Program
- Secretary of Interior Standards for the Treatment of Historic Properties
- FHWA Covered Bridge Manual (Publication No. FHWA -HRT-04-098)

CCTID to Provide:

All field survey work including, topographical features, property line resolution, existing right-of-way delineation, and utility identification and location.

### **Project: Clough Pike Widening**

**Estimated Construction Cost: \$4,280,000**

The project will consist of the widening of Clough Pike from the Mt. Carmel-Tobasco Road intersection to the proposed Eastgate Boulevard Extension intersection. The project will add a center turn lane and four foot paved shoulders for a total pavement width of forty-four (44) feet. Vertical curb and storm sewers will be constructed for drainage and sidewalks will be planned for future OKI Transportation Enhancement grant opportunities.

The project is approximately 6500 feet in length and will include the reconfiguration of the existing intersection with Mt. Carmel-Tobasco Road. Federal Funds have been secured through the County Engineers Association of Ohio CSTP Safety Funds program for this project.

NEPA Process: CE

ODOT Prequalification Required:

- Non-complex Roadway Design
- Right-of-Way Plan Development
- Subsurface Utility Engineering
- Basic Traffic Signal Design
- Complex Lighting Design
- Environmental Document Preparation - CE
- ESA Screening, Phase I ESA and Phase II ESA

Selection Subfactors:

- CEAO CSTP Safety Funds Program

Work Completed to Date:

All field survey work from Mt Carmel-Tobasco Road intersection to the Glen Este-Withamsville Road intersection, including both intersections, along Clough Pike has been completed. A base map has been prepared including all topographic features, existing utilities, and the resolution of existing property lines. The centerline of existing right-of-way has been established for the corridor.

Key Milestone Date:

The selected firm must demonstrate the ability to provide a preliminary cost estimate to the CCTID for submittal to the CEAO by September 30, 2008. This is the deadline for construction cost revisions.

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